

**Housing Authority of the City of Pittsburgh**  
**BOARD OF COMMISSIONERS**  
**MEETING MINUTES**  
**Thursday, MARCH 24, 2016**  
**200 Ross Street**  
**13<sup>th</sup> Floor Wherrett Room**  
**Pittsburgh, PA 15219**

The Housing Authority of the City of Pittsburgh (HACP) held a regular Board meeting on Thursday, March 24, 2016 at 200 Ross Street; 13th Floor, Wherrett Room, Pittsburgh, Pennsylvania 15219 at 10:30 a.m.

Ms. Janet Evans, Vice Chair, called the meeting to order. The Commissioners in attendance were: Ms. Enid Miller, Ms. Janet Evans, Mr. Peter Kaplan, Mr. Richard Butler, Mr. Leroy Morgan and Rev. Ricky Burgess. Chair, Valerie McDonald-Roberts was not in attendance.

Next, Ms. Evans noted that the Board members had previously received a copy of the February 25, 2016 Board Meeting Minutes and asked for a motion to approve the minutes. Enid Miller made a motion to approve the minutes and Rev. Ricky Burgess seconded the motion.

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the minutes approved.

Next, Ms. Janet Evans introduced the HACP Activity Report for February 2016 and asked if there was a motion to approve the Report. Peter Kaplan made a motion to approve the Reports and Enid Miller seconded the motion.

Joy Pekar-Miller gave a brief statement on the activity report, after which a vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Janet Evans, Enid Miller, Peter Kaplan, Rev. Ricky Burgess  
Richard Butler and Janet Evans

“NAYS”: None

Vice-Chair Evans then declared the motion carried and the Report approved.

The Chair next asked if there were any comments or questions from Tenant Council Presidents, Section 8 Representatives or other public comments.

Members of the Manchester Tenant Council were in attendance and Ms. Jayla Rucker and Ms. Louvinia McGraw addressed the board. They wanted to make a meeting with Mr. Binion and to be acknowledged as a tenant council. Mr. Peter Kaplan asked for a follow-up report to the board.

There being no additional speakers or comments, Ms. Janet Evans introduced the following resolutions:

### **RESOLUTION NO. 6 OF 2016**

#### **A Resolution - Approving the Amendment of the Admissions and Continued Occupancy Policy and Tenant Charge Schedule**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Low Income Public Housing (LIPH) Admissions and Continued Occupancy Policy (ACOP) on or about May 28, 2015; and

**WHEREAS**, the amendments to the current ACOP are proposed to clarify policy and procedures as it pertains to LIPH; and

**WHEREAS**, the proposed amendment to the ACOP would clarify and replace certain existing provisions under the current ACOP; and

**WHEREAS**, the proposed amendments to the ACOP and the Tenant Charge Schedule were made available for public review and comment from February 1, 2016 through March 1, 2016 at all HACP management and administrative offices and on the HACP website; and

**WHEREAS**, the HACP provided public notice regarding the availability of the proposed changes for review and comment, and the dates and times for two public hearings on the proposed changes; and

**WHEREAS**, public hearings were held on February 18, 2016 at 10am and 5:30pm regarding the proposed changes, and additional comments were received in writing by the Authority; and

**WHEREAS**, the Board of Commissioners of the HACP have given full consideration to the comments received.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh,

**Section 1.** The Amendments of the HACP Admissions and Continued Occupancy Policy (ACOP) and the Tenant Charge Schedule are approved.

Vice-Chair Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Rev. Burgess seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

## **RESOLUTION NO. 7 OF 2016**

### **A Resolution—Approving the Low Income Public Housing Reasonable Accommodation Utility Allowance Schedule for 2016**

**WHEREAS**, the U.S. Department of Housing and Urban Development (HUD) requires that public housing authorities maintain up-to-date utility allowance schedules in accordance with 24 CFR 965.507; and

**WHEREAS**, public housing authorities must establish utility allowance schedules based upon the typical cost of utilities and services paid by energy conservative households that occupy housing of similar size and type in the same locality; and

**WHEREAS**, public housing authorities must appropriately classify utilities and services into categories defined by HUD; and

**WHEREAS**, public housing authorities must review their utility allowance schedule each year; and

**WHEREAS**, public housing authorities must revise any allowance for a utility category if there has been a change of ten percent (10%) or more in the utility rate since the last time the utility allowance schedule was revised; and

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP), Low Income Public Housing Program (LIPH) to meet federal guidelines and requirements, contracts with a utility consultant and revises its allowances each year to reflect the most up to date cost; and

**WHEREAS**, the proposed 2016 LIPH Utility Allowance Schedule was posted for public review and comment from February 15, 2016 until March 15, 2016; and

**WHEREAS**, upon further review in response to public comments it was determined that utility rates did not change by more than 10% in any category, and therefore no change in the Low Income Public Housing Utility Allowance Schedule is required; and

**WHEREAS**, the Reasonable Accommodation Utility Allowance Schedule does require changes based upon current data and staff recommends the adoption of the proposed reasonable Accommodation Utility Allowance schedule, attached hereto as Exhibits A.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh as follows:

**Section 1.** The proposed Reasonable Accommodation Utility Allowance schedule, attached hereto as Exhibit A, is hereby adopted, subject to HUD approval, if required; and

**Section 2.** The Executive Director or his designee is hereby authorized to implement the revised Low Income Public Housing Utility Allowance schedule effective May 1, 2016.

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve and Rev. Burgess seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the minutes approved.

### **RESOLUTION NO. 8 OF 2016**

#### **A Resolution - Authorizing the Executive Director or his designee to award contracts to Malloy Legal Services, Constable Antione P. Malloy Sr, and Kellington Protection Services for Constable Services for Low Income Public Housing**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is responsible for providing constable services for legal actions related to eviction procedures including lockouts, standby set outs, and subpoena services; and

**WHEREAS**, on January 19, 2016, the HACP issued a Request for Proposals, RFP# 250-09-16 Constable Service Low Income Public Housing (LIPH) Authority wide; and

**WHEREAS**, three (3) proposals were received in response to the Request for Proposals; and

**WHEREAS**, in order to ensure availability and maximize flexibility in providing the services as needed, HACP seeks to engage all three (3) firms; and

**WHEREAS**, this procurement was conducted in accordance with applicable federal, state and local procurement rules and regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his designee is hereby authorized to enter into contracts with Malloy Legal Services, Constable Antione P. Malloy Sr., and Kellington Protection Services for Constable Services for a period of three (3) years, with two (2) one-year renewal options.

**Section 2.** The total amount of the contracts shall not exceed \$154,560.00, to be funded by Moving To Work (MTW) funds.

Vice-Chair Evans asked for a motion to approve the resolution. Richard Butler made a motion to approve and Peter Kaplan seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

### **RESOLUTION NO. 9 OF 2016**

#### **A Resolution – Ratifying the Executive Director’s decision to write off Collection Losses in the amount of \$27,455.70 from the Housing Choice Voucher (HCV) Accounts Receivable through December 2015**

**WHEREAS**, the net amount of negative adjustments to landlord accounts for landlords who are no longer under contract to lease a dwelling unit to program participants, and resulting primarily from amounts owed by participants who have been terminated from the Housing Choice Voucher (HCV) Program for refusing to repay the Housing Authority of the City of Pittsburgh (HACP) for housing assistance funds overpaid on their behalf, and who have not responded to collection notices from the HACP requesting repayment was \$27,455.70; and

**WHEREAS**, reasonable means of collection have been exhausted against these accounts; and

**WHEREAS**, the Executive Director has deemed these accounts as uncollectable; and

**WHEREAS**, the total collection losses written off from the HCV accounts receivable balance is \$27,455.70 which represents all accounts receivable for the period ending December 31, 2015.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director’s decision to write off collection losses of \$27,455.70 from the Housing Choice Voucher accounts receivable balance through December 31, 2015 is hereby ratified.

Vice-Chair Evans asked for a motion to approve the resolution. Peter Kaplan made a motion to approve and Rev. Burgess seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

### **RESOLUTION NO. 10 OF 2016**

#### **A Resolution - Approving amendments to the Housing Choice Voucher Program Administrative Plan**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) adopted its current Housing Choice Voucher (HCV) Program Administrative Plan on or about September 24, 2015; and

**WHEREAS**, the proposed amendments to the HCV Administrative Plan are proposed to clarify policy and procedures and improve program effectiveness; and

**WHEREAS**, the proposed revisions to the HCV Administrative Plan were made available for public review and comment from February 1, 2016 through March 1, 2016 at HACP administrative offices and on the HACP website; and were the subject of public hearings held on February 18, 2016; and

**WHEREAS**, the proposed revisions to the HCV Administrative Plan were reviewed and discussed at the February 2016 Resident Advisory Board (RAB) Meeting; and

**WHEREAS**, the HACP Board of Commissioners gave full consideration to all comments received.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The revisions to the HACP Housing Choice Voucher (HCV) Program Administrative Plan, attached hereto as Exhibit A, are hereby approved.

Vice-Chair Evans asked for a motion to approve the resolution. Rev. Ricky Burgess made a motion to approve and Enid Miller seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

### **RESOLUTION NO. 11 OF 2016**

#### **A Resolution- Approving an amendment to the HACP 2016 Moving to Work Annual Plan, and authorizing the Executive Director or his designee to submit the amended Annual Plan to the U. S. Department of Housing and Urban Development**

**WHEREAS**, on November 17, 2000, the Housing Authority City of Pittsburgh (HACP) and the United States Department of Housing and Urban Development (HUD) executed an agreement authorizing the HACP to participate in the Moving to Work (MTW) Demonstration Program; and

**WHEREAS**, HACP prepares an Annual Plan which identifies agency activities for the upcoming year, and is submitted to HUD for approval; and

**WHEREAS**, HACP has identified several properties in its current portfolio for disposition and or mixed finance development; and

**WHEREAS**, HACP’s plans for disposition and or mixed finance development of St. Clair Village, and

**WHEREAS**, HACP proposes possible redevelopment of the Manchester mixed income property; and

**WHEREAS**, HACP proposes potential disposition of vacant properties located at Kelly Street in Homewood and Cove Place in Hazelwood; and

**WHEREAS**, the proposed Amendment to the Annual Plan will add provisions specifically identifying the objective of disposition or redevelopment of the above name properties; and

**WHEREAS**, the proposed amendment was made available for public review and comment from February 19, 2016 through March 19, 2016; and

**WHEREAS**, the Board gave consideration to all comments received;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority City of Pittsburgh:

**Section 1.** The Executive Director or his designee is hereby authorized to submit the Proposed Amendment to the HACP 2016 MTW Annual Plan to HUD for approval.

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve and Peter Kaplan seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

### **RESOLUTION NO. 12 OF 2016**

#### **A Resolution – Authorizing the Executive Director or his designee to enter into a Contract for Compliance Services**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) has identified a need for compliance reviews of its departments, and

**WHEREAS**, the HACP issued a Request for Proposals (RFP) for Program Compliance Consulting Services on January 24, 2016; and

**WHEREAS**, the HACP received five (5) proposals by the deadline; and

**WHEREAS**, D. R. Wesley Management Consultants, Inc. was the highest scoring responsible and responsive bidder; and

**WHEREAS**, this procurement was conducted in accordance with applicable Federal regulations and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his designee is authorized to enter into a contract with D.R. Wesley Management Consultants, Inc. to provide Compliance Services; and

**Section 2.** The contract shall be for a three (3) year term, with two (2), one (1) year extension options; and



**Section 3.** The total amount payable for the services shall not exceed \$500,000 for the full five (5) year period, and shall be payable from Moving To Work (MTW) funds

Vice-Chair Evans asked for a motion to approve the resolution. Enid Miller made a motion to approve and Rev. Burgess seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

### **RESOLUTION NO. 13 OF 2016**

#### **A Resolution - Authorizing the Executive Director or his designee to negotiate and execute a Cooperation Agreement between Housing Authority of the City of Pittsburgh and the City of Pittsburgh to Support Administration of Larimer/East Liberty Choice Neighborhoods Implementation Grant Program**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) is the lead grantee of U.S. Department of Housing and Urban Development’s (HUD) Choice Neighborhoods Implementation Grant (CNIG) of \$30,000,000 for the transformation of the Hamilton-Larimer public housing complex and East Liberty Garden project based rental assisted apartments and the surrounding Larimer-East Liberty neighborhood; and

**WHEREAS**, the City of Pittsburgh (City) is the co-grantee of the Larimer/East Liberty CNIG. The Urban Redevelopment Authority of Pittsburgh (URA) is both the agent for the City’s administrative services relating to neighborhood development for the implementation of Larimer/East Liberty Transformation Plan (Project) and the neighborhood implementation entity of the Project; and

**WHEREAS**, the HACP and the City entered into a Choice Neighborhoods Implementation Grant Agreement (the Grant Agreement) on December 17, 2014; and

**WHEREAS**, in conjunction with applying for a CNIG, the HACP and the City and additional entities, including Urban Strategies, Inc., Pittsburgh Public Schools, and McCormack Baron Salazar, Inc., entered into a Choice Neighborhoods - Partnership Implementation Agreement (the PIA) for outlining the roles and responsibilities for each party in the implementation of the Project as defined in the CNIG application in September 2013; and

**WHEREAS**, although the HACP, the City and the URA committed to work collaboratively throughout the entirety of the Project in the PIA, the PIA also contemplated that additional agreements might be necessary for Project implementation; and

**WHEREAS**, pursuant to Paragraph III(E) of the PIA, subject to the approval of HUD, the City is entitled to receive an administrative services fee not to exceed 35% of the overall administrative fee included in the CNIG grant budget; and

**WHEREAS**, the HACP, the City, and the URA (the Parties) now wish to formalize the participation of URA as the City's agent in the Project and clarify responsibilities of and financial compensation for each party; and

**WHEREAS**, the Parties wish to further detail how the Parties will coordinate to ensure appropriate and effective implementation of the Larimer/East Liberty Transformation Plan as detailed in the Grant Agreement requirements through a CNIG Cooperation Agreement (the Agreement) focused on administrative services among the parties; and

**WHEREAS**, the purpose of the Agreement is to ensure that all parties understand and agree to each other's administrative responsibilities for the Project; and

**WHEREAS**, the Agreement may remain in effect until September 25, 2021, or the end of all obligations under the Grant Agreement based on written confirmation from HUD, whichever occurs later.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his designee is hereby authorized to enter into a CNIG Cooperation Agreement with the City and the URA to ensure an effective and efficient coordination of grant administration for the Larimer/East Liberty CNIG program; and

**Section 2.** The Executive Director or his designee is hereby authorized and directed, in the name of and on behalf of the Authority, to (i) negotiate, execute and deliver all such agreements, documents and instruments and take all such other actions as he shall determine to be necessary or desirable in order to effect the Larimer/East Liberty CNIG Application, and (ii) complete any and all additional actions that are legally permissible and necessary or advisable to carry out the activities contemplated herein.

Vice-Chair Evans asked for a motion to approve the resolution. Rev. Burgess made a motion to approve and Richard Butler seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the "Ayes and "Nays" were as follows:

"AYES": Enid Miller, Peter Kaplan, Rev. Burgess,

Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the resolution approved.

## **RESOLUTION NO. 14 OF 2016**

### **A Resolution - Authorizing the Executive Director or his designee to enter into Contracts for Grievance Hearing Officer, services for grievances filed in relation to Admissions, the Low Income Public Housing Program, and the Housing Choice Voucher Program**

**WHEREAS**, the Housing Authority of the City of Pittsburgh (HACP) requires Grievance Hearing Officer services for grievances filed in relation to Admissions, the Low Income Public Housing Program (LIPH), and the Housing Choice Voucher (HCV) Program; and

**WHEREAS**, the HACP issued a Request for Proposals for Grievance Hearing Officer, services on January 24, 2016; and

**WHEREAS**, on February 8, 2016, the HACP received six (6) proposals; and

**WHEREAS**, the HACP desires to award contracts to various firms on an as needed basis to perform services as Grievance Hearing Officers for grievances filed in relation to Admissions, the LIPH Program, and the HCV Program; and

**WHEREAS**, each contract will have a dollar limitation for the expenditure of funds; and

**WHEREAS**, a staff attorney will be assigned to monitor each contract; and

**WHEREAS**, the procurement was conducted in accordance with the applicable federal, state and local rules and regulations, and the procurement policies and procedures of the HACP.

**NOW, THEREFORE, BE IT RESOLVED** by the Housing Authority of the City of Pittsburgh:

**Section 1.** The Executive Director or his designee is hereby authorized to enter into contracts with the Law Office of Rosalyn Guy-McCorkle, Esq., Branderic Consulting and Grayson Law Firm as needed for Grievance Hearing Officer services for grievances filed in relation to Admissions, the LIPH Program, and the HCV Program; and

**Section 2.** The maximum amount approved by this resolution for the sum of all contracts entered into through September 2018 subject to the applicable time period in each firm's qualification contract is \$145,000; and

**Section 3.** The funding source shall be individually identified for each contract.

Vice-Chair Evans asked for a motion to approve the resolution. Leroy Morgan made a motion to approve and Rev. Burgess seconded the motion. Ms. Evans asked if there was any discussion. As there was no discussion:

A vote being had thereon, the “Ayes and “Nays” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan and Janet Evans.

“NAYS”: None

The Vice-Chair then declared the resolution approved.

**EXECUTIVE REPORT:** Mr. Binion addressed the board and spoke briefly regarding the reports that were previously provided to the board.

**NEW BUSINESS:** There was no new business.

Rev. Burgess addressed the board to acknowledge the leadership and vision of Caster D. Binion, Executive Director.

**AJOURNMENT:**

Ms. Janet Evans asked for a motion to adjourn the meeting. Enid Miller made a motion to adjourn the meeting and Rev. Burgess seconded the motion. The “AYES” and “NAYS” were as follows:

“AYES”: Enid Miller, Peter Kaplan, Rev. Burgess,  
Richard Butler, Leroy Morgan, and Janet Evans.

“NAYS”: None

Vice-Chair, Evans declared the motion carried and the meeting adjourned.

The meeting adjourned at 11:10 a.m.

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Recording Secretary